

Schedule 25-8

DEPARTMENT OF MOTOR VEHICLES

HIGHWAY SAFETY PROGRAM

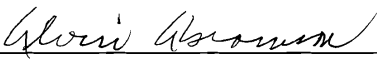
APRIL 11, 1996

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

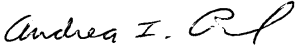
**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER	25-8
	AGENCY, BOARD OR COMMISSION	Department of Motor Vehicles
	DIVISION, BUREAU OR OTHER UNIT	Highway Safety Program
	Supersedes Edition of May 16, 1990	

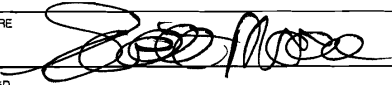
PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	
TITLE	Director
DATE	March 29, 1996

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE *	
STATE ARCHIVIST	DATE Apr. 5, 1996

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE *	
ADMINISTRATOR	DATE 4-11-96

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 25-8 – DEPARTMENT OF MOTOR VEHICLES – HIGHWAY SAFETY PROGRAM

25-8-1 DELETED

25-8-2 NEBRASKA HIGHWAY SAFETY PLAN (NHSP)

Three year plan is set up on the fiscal year; is used to set up elements for projects and lists tasks within each element.

Dispose of after 25 years.

25-8-3 DELETED

25-8-4 HIGHWAY SAFETY PROJECT FILES

Federally funded highway safety projects for promoting NHTSA priority areas. Files may include Highway Safety reporting requirements, monthly cash request forms, grant agreement, special condition forms and project correspondence.

Dispose of after 25 years.

25-8-5 THRU 25-8-14 DELETED

25-8-15 ACCIDENTS BY AGE GROUP, SEX AND COUNTY OF RESIDENCE

Computer report used for statistical gathering is created as needed to show the number of accidents by age group, sex and county of residence.

Dispose of after 25 years.

25-8-16 DELETED

25-8-17 FATALITY ACCIDENT BAC REPORT

Lists accident information and results of the BAC (Blood Alcohol Content) test. Information is submitted by the reporting county attorney to the NE Department of Roads and is used for statistical purposes.

Dispose of after 5 years.

25-8-18 NEBRASKA HIGHWAY SAFETY FEDERAL EQUIPMENT AND DEPRECIATION RECORD

Incorporates and replaces Depreciated Equipment Record and Evaluation/Inventory/Monitoring Report. Reporting information is computerized. Includes type of equipment purchased (if over \$1,000.00), band serial number, date purchased, cost and amount of federal participation. The depreciation record is submitted to Highway Safety when a piece of equipment reaches the end of its depreciation period. Data includes item, ID, date acquired, cost and length of useful life.

Dispose of after 25 years.

25-8-19 STANDARD SUMMARY OF NEBRASKA MOTOR VEHICLE TRAFFIC ACCIDENTS

Statistical accident information as received from the Department of Roads.

Dispose of after 25 years.

25-8-20 STATE TOTALS BY AGE AND SEX OF LICENSED DRIVERS

Computer report is created as needed to show the age and sex of licensed drivers in the state and is used for statistics.

Dispose of after 25 years.

25-8-21 SUSPENSION AND REVOCATION BY COUNTY

Computer report is created as needed to show the number of license suspensions and revocations for each county and is used for statistical purposes.

Dispose of after 25 years.

25-8-22 TRAFFIC TOLL-DAILY COUNT

"Daily Count of the Nebraska Traffic Toll" is a daily comparative chart on fatalities by the type of accident and is used for statistical purposes.

Dispose of after 25 years.

25-8-23 VIOLATIONS BY AGE GROUP AND SEX

Computer report is created as needed to show the number of violations according to age group and sex and is used for statistics.

Dispose of after 25 years.

25-8-24 FATAL CRASH REPORTS

Obtained from Department of Roads and used for statistical purposes.

Dispose of after 25 years.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet